



4Q Loss Prevention Event Hand Safety Week

Manager and Supervisor Engagement

Response Needed by Sept 29!

Sept. 8, 2011

To: Richmond Refinery Managers and Supervisors

We've almost completed another full quarter of IIF Proactive event activities. And we've heard both positive and constructive feedback regarding our IIF discussion topics – Thank you for your continued concern for promoting an Incident and Injury Free workplace at our refinery.

In the fourth quarter we'll be trying something new. Refinery work groups will be engaged in creating their own IIF Proactive - Loss Prevention Event, focusing on Teamwork and reviewing some of the highlights from 2011 Proactive events. When useful, thought provokers will be posted on the IIF website and/ or emailed to refinery users.

A few highlights to look for during Q4

- Week 2 - w/o October 10 – Refinery Wide Gate Handout supporting the 4Q TA and My Reason for Being Safe
- Week 3 – w/o October 17 –**Hand Safety Week** Glove Handout and [Hazard ID for Portable Power Tools](#)
- Week 4 – 5 [create your own IIF Proactive Plan – Promoting Teamwork!](#)
- Week 8 – w/o November 28 - Brainstorm Loss Prevention Plans for 2012 – Submit ideas to IIFLT
- Week 9 – w/o December 5 – Holiday Luncheon and Family Safety Calendar
- **1Q 2012 Week 1 – w/o January 2 – Happy New Year! And prepare for Loss Prevention Week.**

In order to prepare for Hand Safety Week we'll need some help from you!

Please provide your Work group or Crew Glove Sizes to Dina Johnson by Sept. 29 (see worksheet below).

During the week of October 17, 2011, the IIFLT will be providing supervisors with a pair of gloves for each of their direct reports – which will be available in IPC starting on October 10. Contract Partners will receive their gloves from their own company supervisors 1) Core Contractors - CNT MNT Mailroom or 2) Travelers - Turnaround Handout at the Lunch Tents.



4Q Glove Sizes,
Supervisor.docx

- *Incident and Injury Free Leadership Team*